



# IGNITE

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**Innovation Grants for Neighborhood  
Inspiration, Transformation and Enhancement**





# IGNITE

**Welcome to the City of South Bend IGNITE Grant!** South Bend is proud of its historic and vibrant neighborhoods and the connections that they offer for residents. To support that vibrancy and connection, the City of South Bend's Department of Community Investment and Engagement and Economic Empowerment (EEE) team is offering grants of up to \$10,000 to neighborhood associations and groups to create and expand ways for neighborhoods to engage, connect, and grow. The funds provide for small neighborhood-based projects with community-wide benefit.



Please know that the grant requires applicants to involve as many residents as possible and it is important to start that community involvement early, including with the application process! The EEE team is here to help applicants apply but we cannot coordinate neighborhood residents or do the work of the project itself. These grants are for neighborhood associations to take ownership of their communities in order to build a better future for all.

Please find key information points below. **Applicants must review the materials carefully before beginning as there are items that require outreach and planning.** Chief among those is making sure your neighborhood association has developed a team (including possible partnerships), gotten feedback from neighborhood residents about your project, and put a budget together. To help you plan, we've also created a checklist for the grant and a list of sample projects.

**We could not be more excited to work with you on your project! Thank you for helping make South Bend a better place for residents to live, grow, and thrive.**

# WHAT IS THE IGNITE GRANT?



The goal of the Neighborhood IGNITE Grant program is to improve South Bend neighborhoods through innovative projects that spark community engagement and development and are led by neighborhood residents themselves. The City of South Bend is offering grants of up to \$10,000 to support projects that fall into the following general categories:

## Beautification

wildflower gardens, tree planting

## Public Art

murals, sculptures, street painting

## Food Security/Access

community garden

## Public Safety

sidewalk connections, lighting, informal signage

## Health & Wellness

walking paths, outdoor exercise equipment, compost, bike racks, bike repair station

## Public Space Enhancement

picnic areas, seating, shared spaces, large capacity grills, park benches

## Neighborhood Signage

neighborhood identification signs, information

## Capacity Building and Training

Neighbor Works training, strategic plans, technical assistance

## Other

We are open to other creative project ideas generated by neighborhoods!

### ***The following expenses will not be considered for funding:***

Expenses incurred prior to application date

Tree removal or pruning or general maintenance (including watering), unless part of a larger beautification project

Events, activities, programs, and services usually included in the organization's regular budget; unless the new funding is for significant improvements

Operating expenses, including salaries and stipends

Expenses that can be covered through the City of South Bend's Service Catalog

## WHO CAN APPLY?

Who? The program is administered by the City of South Bend's Engagement and Economic Empowerment (EEE) team. The grant program is exclusively for neighborhood associations and the residents within the neighborhood. A neighborhood association must identify neighborhood boundaries and develop a committee of at least 5 neighborhood residents (with contact information). To learn more about organizing your neighborhood, see our Neighborhood Toolkit (Coming Soon!).



## WHERE CAN I HOST A PROJECT?

Where? The project must be carried out within the declared boundaries of the neighborhood. Applicants are welcome and encouraged to partner with local organizations and businesses but the project itself must be for the residents of the applying neighborhood association and provide a clear community benefit.



## HOW DOES THE FUNDING WORK?

How? As these grants offer funding up to \$10,000, the applying neighborhood must have a tax identification number and a bank account, which requires that the association is at least recognized as a nonprofit by the State of Indiana. Organizations do not have to have 501c3 certification. Depending on the project, the City may pay vendors or suppliers directly.



## WHY IS THIS BEING OFFERED?

Why? South Bend has a rich and proud history of neighborhoods. Investments in our neighborhoods and neighborhood associations are one of the best ways to facilitate community connection and provide the opportunity for residents to organize and advocate for themselves. The COVID-19 pandemic has made especially clear the importance of local action and we want to do everything we can to make South Bend neighborhoods places for every resident to live, grow, and thrive.

## Informational Meeting and Open House

An official informational meeting will take place June 29th via Zoom. If a neighborhood representative cannot attend this meeting, a Zoom recording will be made available after July 6th. After this informational meeting, it is advised to attend the Open House July 12 at the Technology Resource Center (TRC) on Franklin Street

# 1

## Informal Meeting with EEE Team

A neighborhood representative will be required to contact a member of the Engagement and Economic Empowerment team to discuss the proposed idea(s) and the application process. The EEE team wants to ensure that neighborhoods understand the process and the requirements of the grant. If the project requires approval from other departments of the City of South Bend, neighborhood representatives may be required to speak with other city representatives to get approval of the project as part of the application process.

# 2

## Grant Approval Process

The Neighborhood IGNITE Grant will be reviewed and approved by the Engagement and Economic Empowerment team as well as representatives from other City departments and the Neighborhood Consortium

# 3

# REQUIREMENTS

**Neighborhood Consortium Participation:** The neighborhood association has successfully participated in the quarterly Neighborhoods Consortium meetings. Additionally, each neighborhood association must:

- Have a primary and secondary contact
- Identify at least 5 neighborhood residents who participate in meetings and can provide contact information
- Identify the boundaries of your neighborhood

# RATING CRITERIA



## Neighborhood Involvement

**20 points**

The neighborhood association has involved neighborhood residents in the planning and future implementation of the project, e.g., meetings regarding the project and promotion in newsletters, flyers, petitions, etc.

## Provides Neighborhood Benefit

**20 points**

The proposed project provides benefit to the whole neighborhood by improving the health, safety, or quality of life of residents; benefiting a significant number of residents; reducing potential property damage; or providing a facility commonly found in other neighborhoods.

## Feasibility

**15 points**

The neighborhood association has considered design and environmental concerns, especially whether the project can be completed within one calendar year.

## Longevity

**15 points**

The neighborhood association has identified any long-term maintenance responsibilities and has considered the project's consistency with the neighborhood's own plan and/or **plans and policies** put forth by the City of South Bend.

## Partnerships and Collaborations

**10 points**

The neighborhood association has involved partners or other City departments with experience in completing similar projects. If partners are not involved in this project, the neighborhood association has explained why.

## Equity

**20 points**

Priority will be given to applications from neighborhood associations that have not received a Neighborhood IGNITE Grant within the past few years and that have demonstrated the most significant need for their neighborhood.



# FREQUENTLY ASKED QUESTIONS

## **Where should I begin if I want to organize and mobilize my neighborhood to submit a grant application this year?**

Start out by reviewing our [Neighborhood Toolkit](#) (coming soon!) that offers tips for neighborhood groups looking to form. The Engagement and Economic Empowerment Team can also be a great resource to you! We can support you by printing materials to promote a neighborhood meeting, facilitating a conversation with your neighbors to determine the best improvement project and more!

## **Can one neighborhood apply for multiple projects?**

Neighborhoods that apply can only request up to \$10,000 total. Neighborhood groups are highly encouraged to reach consensus on a single project. If you apply for multiple projects, note that the review group may choose to fund one project while denying funding to another, so prioritizing them in your application is very important.

## **If the neighborhood contributes funds toward the project, will those dollars be considered part of the \$10,000 cap or would it be able to expand the project beyond \$10,000?**

Donated dollars would allow the total project cost to go beyond \$10,000. Proof of your donations or pledges should be submitted with your application.

## **If we received funding in 2022 through this program, can we apply again in 2023?**

Yes, all neighborhoods are eligible to apply again in 2023. However, priority may be given for neighborhoods that have not yet received a grant. Neighborhoods that received funding in the past are encouraged to propose a project that is different than the project previously funded. For example, if you did a park project in 2022, we would encourage you to apply for something other than a park improvement in 2023.

## **Will the funds go towards completing full projects only or could partial funding be awarded?**

The review committee will determine this based on the demand and size of projects that are submitted. If there is a need to do partial funding, the review committee will contact the applicant(s) before the final recommendation is submitted for approval. We want as many high-quality applications to succeed as the budget allows.

## **Can projects be done on private or vacant spaces within the city?**

A goal of the program is to fund neighborhood-based projects that provide community-wide benefit. While we prefer to see projects completed in public, city-owned spaces, we are open to exploring projects on private property on a case-by-case basis. Any project completed on private property may require the neighborhood to pay 51% of the total project costs. The match may be waived if the project is adjacent to a public amenity or feature or is accessible to the public (neighborhood signage on private property as an example). Additionally, permission from the owner and a detailed maintenance plan will need to be submitted with your application to ensure that the neighborhood can manage any upkeep successfully.

## **Where can we find plans and/or codes to make sure we are staying compliant with the city?**

Helpful resources may [plans and policies](#) put forth by the City of South Bend, or *simply send us an email to discuss at [eee@southbendin.gov](mailto:eee@southbendin.gov)!*



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# SAMPLE PROJECTS & COSTS

Below are a few sample projects with associated real-world pricing. These samples are by no means comprehensive, but can help neighborhood associations get some ideas and a feel for how much various project types cost. All projects will be discussed prior to application submission with the Engagement and Economic Empowerment team and associated City departments, such as Venues Parks and Arts or Public Works. In some cases, items must be purchased from specific vendors.



## **Memorial Benches**

Color: Location Specific  
Wabash Valley: Courtyard 6'  
Cost: \$3,000  
Installation: \$900



## **Bike Repair Station**

Color: Location Specific  
Brand: Dero  
Cost \$1,200  
Installation: \$900



## **Tree Planting**

2"-4" caliper.  
Cost: \$250.00 (Installation included)



## **Public Art**

Various local artists  
\$5,000-\$7,500

# CHECKLIST AND CALENDAR

JULY

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

AUGUST

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

NOVEMBER

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

## IGNITE TIMELINE

Notice to the Public July

Neighborhood IGNITE Grant Information Sessions August 2 (recording July 6)

Open House August 9, 7 PM

Planning Meetings with Community Engagement Department July-October (contact [eee@southbendin.gov](mailto:eee@southbendin.gov))

2022 Application Deadline November 2

Notice of Grant Awards November 28

Grant Projects Completed November 28, 2023



## CHECKLIST FOR SUBMISSION

- Attend Zoom information session, recording of session and/or open house
- Meet with E3 team to discuss ideas
- Application 
  - Contact Information
  - Project Summary
  - Budget Form
  - Attachments (optional)
- Legal agreement (if awarded)

